



MCP WEB BOARD

FC No.: 1410

Date: 04-13-18

If a provision of a regulation, departmental directive, or rule conflicts with a provision of the contract, the contract prevails except where the contract provision conflicts with State law or the Police Collective Bargaining Law. (FOP Contract, Article 61)

Contents:

- I. Policy
- II. General Information
- III. Access
- IV. Roll Call Web Board
- V. Posting to the Web Board
- VI. General Announcement
- VII. Professional Content
- VIII. Retention of Information
- IX. *CALEA Standards***
- X. Proponent Unit
- XI. *Cancellation***

I. Policy

The Montgomery County Police Web Board will act as the primary repository and exchange point for formal intelligence and departmental communication bulletins.

II. General Information

- A. There are currently separate boards for Administrative; Crime; Roll Call; ***Districts; Marketplace; Training;*** and Archives. The ***Information Management and Technology Division (IMTD)*** maintains the departmental Web Board. Employees will follow the policy for the Web Board set forth ***in this directive and by the Information Management and Technology Division.***
- B. All contents are for law enforcement use only.
- C. ***Users can access a number of tutorials concerning Web Board capabilities and procedures by going to the "Forms and Documents" area of the Administrative Board.***

III. Access

The MCP Web Board can be accessed from any ***internet-connected device via Office 365.*** ***Users can access the Web Board via department-issued User ID and a user-selected password that meets system password requirements.***

IV. Roll Call Web Board

The Roll Call Web Board is different from the Administrative and Crime Boards in that it is set up specifically to handle the department's incidentals and messages. This board is password accessible ***via Office 365*** by ***not only*** MCP personnel, but also by the partner agencies including: Gaithersburg City PD, Rockville City PD, Chevy Chase Village PD, Montgomery County Sheriff's Office, Montgomery County

Fire Marshal's Office, Maryland National Capital Park Police (Montgomery County Division),
Montgomery County Department of Corrections, *State's Attorney's Office, Washington Suburban
Sanitary Commission (WSSC) Police, and Takoma Park Police.*

V. Posting to the Web Boards

- A. Posting on the Crime and Administrative Web Boards is a simple matter of choosing "*New Item*" and typing in a message or making an attachment. Training materials are available from the *Information Management and Technology Division*.
- B. When posting to the Roll Call Web Board, the user has three format choices: Incident, Collision, and MCP Message.
 - 1. Many Part I offenses will warrant an "Incident" posting; however, officers will use discretion and post only those which will assist with investigation of an incident. For example, not every Part I burglary will warrant a posting.
 - 2. Information concerning a Part II incident or arrest does not normally need to be disseminated, unless the officer and supervisor agree that the release of such information will be beneficial to other law enforcement personnel.
 - 3. Any incident involving a gun or officer welfare must be posted.
 - 4. Fatal traffic collisions or other collisions involving serious personal injury will be posted utilizing the "Collision" posting function. This function will normally be reserved for the Collision Reconstruction Unit.
 - 5. A file attachment can be forwarded with any posting. This function will enable the convenient inclusion of additional relevant information such as wanted or missing person posters, digital photos/*images*, video clips, etc. Attachment files must be made from Montgomery County authorized software.
 - 6. Postings will remain on the Roll Call Web Board for a period of *10* days, after which they will be moved to the Archive *Section*.
 - 7. *When posting to the Roll Call Web Board, areas or fields marked by red asterisk are mandatory fields. They are searchable fields. Only the person who posted the information can edit it.*

VI. General Announcements

- A. General announcements will be posted utilizing the "MCP Message" format on the Roll Call Web Board.
- B. MRC messages which do not need to be seen by other MCP personnel or our Montgomery County partner agencies (e.g., recovered vehicles, certified copy requests, etc.), shall not be posted to the web board but should instead be sent directly to the MRC via e-mail at "MCPMRC" using our county e-mail system.

VII. Professional Content

Department-accessed computer databases will only be used for legitimate law enforcement purposes. A legitimate law enforcement purpose is any purpose that directly pertains to the performance of an employee's duties.

VIII. Retention of Information

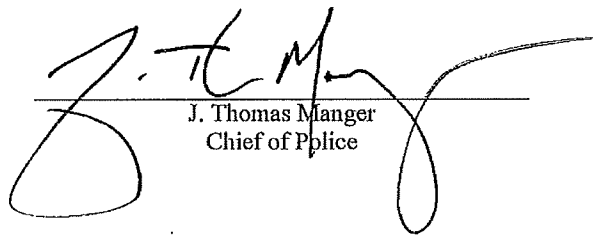
Postings will remain on the Roll Call Web Board for *10* days. The *Web Board system* will move dated material to *be archived* where they will be retained indefinitely. All postings can be retrieved by searching on words or phrases.

IX. CALEA Standards: 12.1.4, 26.1.1, 41.1.2

X. Proponent Unit: Information Management and Technology Division

XI. Cancellation

This directive cancels Function Code 1410, dated 01-04-02.



J. Thomas Manger
Chief of Police

